

VACANCY ANNOUNCEMENT # 14/03/17

TRADES HELPER FSN-2 (OR); FP-DD (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: March 26, 2014
Closing Date: April 9, 2014
Work Hours: Full-time – 40 hours per week
Desired Start Date: May 5, 2014

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Trades Helper in the Facilities Maintenance Section (FAC).

BASIC FUNCTION OF POSITION

Perform various unskilled manual labor and tasks at the Embassy compound and US Government residences, including but not limited to move, lift, and carry equipment, tools or boxes from place to place according to the requirements. Serve as escort for contractors performing work at any USG owned or leased property. May be required to buy parts and materials on the local market.

Assist skilled trade workers by carrying, holding, lifting and moving tools and materials. Uses hand and powered tools to perform the lower skilled tasks of the trade assisted. Brings tools, supplies, and materials to the job site, and lifts, holds, and prepositions these and other items for the journeyman mechanic. Cleans tools, equipment, and work areas. May receive on-the-job instruction in a trade in connection with assisting journeyman mechanic.

Performs driver duties as needed.

Please note: At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS

INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

- 1. Education:** Completion of Secondary school is required.
- 2. Experience:** One year of laborer experience is required.
- 3. Language:** Level IV (Fluent) Speaking/ Reading Spanish ability is required. This will be tested.
- 4. Job Knowledge:** Must be familiar with the use of basic hand tools, hand trucks, wheelbarrows. Must provide support escorting contractors and supporting diverse areas as maintenance and FAC warehouse. Must have basic knowledge of purchases and computer operation.
- 5. Skills and Abilities:** Must have the ability and familiar with the main equipment and tools of the trade. Must have the ability to work under pressure and meet deadlines. Must be able to perform arduous physical tasks. Must have a valid Peruvian driver's license. Please attach a copy.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Hiring Office will receive qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMS who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under s Personal Services Agreement (PSA) are ineligible

to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. LE Staff applicants from within the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

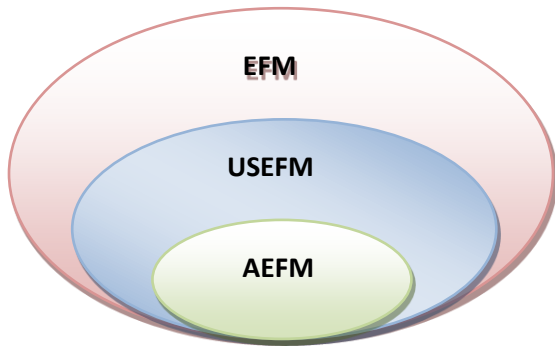
Submit applications to:

limarecruitment@state.gov

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contacted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Members:** An individual related to s U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, an under 21 years of age, or regardless of age, incapable of self-support.

2. US Citizen Eligible Family Member (U.S. EFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3FAM 3232.2](#)

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil service annuity.

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of this/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

5. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR): A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,

- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE: April 9, 2014

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures,

remedies for prohibited personnel practices, and/or courts for relief.

Major Duties and Responsibilities of the Position

- Reports directly to Residential Foreman on the day to day tasks.
- Assist skilled trades' workers by carrying, holding, lifting and moving tools and materials.
- Perform various unskilled manual labor and tasks at the Embassy compound and US Government residences, including but not limited to move, lift, carry equipment, tools or boxes from place to place according to the requirements.
- Transport personnel, tools or materials to STL and/or US government properties.
- Assists on the purchase of materials to the stores.
- Perform minor maintenance procedures.
- Perform particular cleaning assignments.
- Perform a range of custodial duties for contractors and vendors.
- Ensures meeting areas are ready for conferences, general meetings, etc.
- The Trades Helper is frequently in an on-the-job training program of a formal or informal nature.
- Position may require response to emergency situations after normal working hours.
- Position requires a valid driver's license.
- Other duties as assigned.

Traducción no oficial

Calificaciones:

1. Educación: Secundaria Completa.
2. Experiencia: Un año de experiencia como obrero
3. Idioma: Español fluido.
4. Conocimientos: Debe tener conocimiento sobre el uso de ciertas herramientas. Debe servir como escolta de contratistas y proveedores. Debe tener conocimientos básicos de compras y de cómputo.
5. Habilidades: Debe tener la habilidad de familiarizarse con las herramientas y el equipo de las diferentes áreas de mantenimiento. Debe poder trabajar bajo presión y cumplir con los plazos establecidos. Debe poder realizar trabajos físicos. Debe tener una licencia de conducir Peruana vigente. Adjuntar copia.

Función Básica del Puesto:

Realiza varias labores y tareas en el complejo de la Embajada y residencias designadas del Gobierno de EE.UU., que incluyen mover, levantar y transportar equipos, herramientas o cajas de un lugar a otro según sea requerido. Sirve como escolta para los contratistas que realizan trabajos en cualquier propiedad del gobierno. De ser requerido puede comprar piezas y

materiales en el mercado local.

Asiste a los técnicos y mecánicos de mantenimiento en llevar y mover las herramientas y materiales al lugar de trabajo. Utiliza herramientas manuales y motorizadas para ayudar a los técnicos en ciertas funciones. Limpia las herramientas, equipos y áreas de trabajo. Puede realizar funciones de chofer de ser requerido.

Funciones y Responsabilidades:

- Reporta sus funciones diarias al capataz.
- Asiste a los técnicos y mecánicos de mantenimiento en llevar y mover las herramientas y materiales al lugar de trabajo.
- Realiza varias labores y tareas en el complejo de la Embajada y residencias designadas del Gobierno de EE.UU., que incluyen mover, levantar y transportar equipos, herramientas o cajas de un lugar a otro según sea requerido.
- Transporta personal y/o herramientas a las residencias designadas del Gobierno de EE.UU.
- De ser requerido puede comprar piezas y materiales en el mercado local.
- Realiza procedimientos menores de mantenimiento.
- Realiza funciones de limpieza.
- Realiza funciones de escolta para contratistas y proveedores.
- Se asegura que las áreas para reuniones estén preparadas para ser usadas.
- Recibe entrenamiento constante en el trabajo.
- De ser requerido debe responder a emergencias fuera del horario de trabajo regular.
- Es necesario contar con licencia de conducir.
- Puede realizar otras funciones de ser requerido.

PLAZO PARA POSTULAR: 9 de abril de 2014
